

eProcurement Web Reports Helpful Tips

▶ Getting Started	Steps
Get access to InfoView	Click the Need Access link on the following webpage: http://www.vanderbilt.edu/procurement/eprocurement/resources.shtml
Login	<ol style="list-style-type: none"> 1. Go to this website: https://prodwebreports.mis.vanderbilt.edu/wijsp65/ 2. Click the Login button. 3. Enter your login (VUNet-ID) and ePassword. Click OK.
▶ Generating Reports	Steps
Generate a Voucher Summary Report	<ol style="list-style-type: none"> 1. After logging into InfoView, click the Procurements and Disbursements link on the Home page. 2. Click eProcurement Invoices (Vouchers). 3. On the Prompts page, enter a beginning and ending date for the report in M/D/YYYY format, or use the calendar to select dates. (Note: using the calendar will automatically enter times for you. Do NOT enter times manually.) 4. Select a center number or range of center numbers for your report. Use the double arrow button, >>, to move the desired center(s) to the Values Selected window. 5. If needed, enter a specific account number, vendor name, creator name, and/or executor name. Otherwise, leave the "select all" symbol, * , in the respective field. <ul style="list-style-type: none"> - Use the % symbol as a wildcard when typing text into the Vendor, Creator, or Executor fields. 6. If needed, choose a specific match status for the report. Otherwise, leave the "select all" symbol, * , in the field. 7. Click Run Query.
Generate a PO Summary Report	<ol style="list-style-type: none"> 1. After logging into InfoView, click the Procurements and Disbursements link on the Home page. 2. Click eProcurement POs. 3. On the Prompts page, enter a beginning and ending date for the report in M/D/YYYY format, or use the calendar to select dates. (Note: using the calendar will automatically enter times for you. Do NOT enter times manually.) 4. Select a center number or range of center numbers for your report. Use the double arrow button, >>, to move the desired center(s) to the Values Selected window. 5. If needed, enter a specific account number, vendor name, creator name, and/or executor name. Otherwise, leave the "select all" symbol, * , in the respective field. <ul style="list-style-type: none"> - Use the % symbol as a wildcard when typing text into the Vendor, Creator, or Executor fields. 7. Click Run Query.
Save and Print a Report	<ol style="list-style-type: none"> 1. Within the report view, click Save in the upper left corner. 2. Under Save to My Computer, choose to save the file as an Excel spreadsheet, PDF, or CSV file by clicking the corresponding radio button. 3. Click Save to My Computer. 4. Specify a location to save the file to and click OK. Note that you might have to respond to a security warning before downloading the file. You can print the report once it's saved to your computer.

Additional Helpful Resources: Data Dictionary and FAQs are posted on the eProcurement Resources website:

<http://www.vanderbilt.edu/procurement/eprocurement/resources.shtml>

% = wildcard

* = select all